August 9, 2023

Dear Art in the Park 2023 Concessionaire,

Thank you for joining us this year as we celebrate Boise Art Museum’s 69th year presenting our premiere fundraising event. Boise Art Museum (BAM) is a non-profit, educational, and charitable organization. Your participation in Art in the Park 2023 enables us to continue to provide accessible, quality art and educational experiences for our community and beyond.

ART IN THE PARK ACCOUNTING PROCEDURES

Online Check-Out, Sunday, September 10th beginning at 5:00 p.m. MST, through 3:00 p.m. MST, Monday, September 11th

We have automated the accounting processes to make them easier and more efficient for you. All payments will be processed online, with two payment options available.

**Paying by CREDIT CARD**

If you plan to pay your commission with a credit card, no action is required before the event.

- Click the “Food Vendor Credit Card Final Accounting Form” button;
- Enter your information and gross sales into the form;
- Enter the total dollar amount of any vouchers you collected;
- The form will calculate commission owed automatically;
- Enter your credit card information, and click “Submit Payment.” You will receive an email confirmation.

**Paying by ECHECK**  **[** action required before August 28, 2023**]**

eCheck is a payment option that directly posts an expense to your designated bank account using your bank routing and account information. In order to pay by eCheck, please complete the following steps before August 28, 2023:

- Click the button “eCheck Payment Authorization Form” and enter the required information;
- Our Financial Manager will download the information daily and upload it to BAM’s secure merchant processor.

Then, beginning September 10th, at 5:00 p.m.:

- Click the “Food Vendor eCheck Final Accounting Form” button;
- Enter your information and gross sales into the form;
- Enter the total dollar amount of any vouchers you collected;
- The form will calculate commission owed automatically;
- Click “Confirm Amount.” You will receive an email confirmation;
- Payments will be processed by BAM staff on Monday and Tuesday following Art in the Park.

Funds may be withdrawn from your account as soon as the same day you submit your final accounting form. You will receive an email confirmation when the payment is processed.

**No in-person check-out is available. No cash payments or split forms of payment will be accepted.**

Food vendors are responsible for maintaining sales documentation, showing individual transactions with Idaho sales tax (6%) listed separately. Detailed reporting for all sales must be available upon request, as BAM will audit food vendor accounting at random during the months following payment processing.
Payment is due and owing to the Boise Art Museum and collection efforts will be taken when necessary. Food vendors who fail to submit full sales reporting by the deadline, or falsify sales figures, will forfeit consideration for participation in future Art in the Park events.

THANK YOU!
Once again, we want to thank you for being part of Art in the Park 2023, and making it a success! Please do not hesitate to email or call if you have any questions.

Sincerely,
Andrea Burke
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